

Acceptable use of ICT in School Agreement

Learning in School:

I will read and follow the rules in the acceptable use agreement policy

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it on the school site during the school day. If I need to contact home I can use it in reception at the end of the school day.
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating

Acceptable use of Remote Learning Pupil Agreement

Remote learning is an important part of helping you learn at Penwortham Girl's High School. Teachers are using a range of remote learning tools to support your progress if you have to learn from home.

To make sure remote learning is completed in a safe, sensible, and sensitive manner, in line with the high standards we expect at Penwortham Girls' High School, it is important that all students follow the Remote Learning Acceptable Use Agreement.

Acceptable Use includes:

1. When learning from home, I will, as far as possible, complete work set during the school day, as scheduled in my timetable.
2. I must check Class Charts and emails regularly. If I need help I will contact my teacher using my school email address.
3. If I have technical issues accessing Class Charts or emails I will contact homesupport@penworthamgirls.lancs.sch.uk.
4. I will complete my work for all subjects to the best of my ability.
5. I will upload my work according to my teacher's instructions, ensuring it is submitted on time.
6. I understand that all of the learning resources I have been supplied with are to support my learning.
7. During remote live lessons I will make sure I am in a quiet room with an appropriate background. I will arrive on time, dressed appropriately in "non-uniform day" clothing.
8. If I cannot attend the live lesson I will inform my teacher straight away, so that alternative arrangements can be made to help me catch up.
9. I will be patient and polite when taking part in remote live lessons or communicating by school email / Class Charts with teachers and students, following the normal rules for behaviour in school.
10. When instructed to take part in a live lesson I will:
 - mute audio or video only post comments if asked to do so by the teacher.
 - join remote live learning with my microphone and camera off.
 - when speaking on a group call, identify myself each time I speak by saying my name.
 - focus on the lesson and not start conversations, threads or open webpages during the lesson unless told to by the teacher.
 - not invite others into the live lesson, record the lesson or take 'screenshots' of the lesson.

I agree that the school will monitor my use of ICT in school and my remote learning. If I do not follow the rules in the agreement the school will follow the normal sanctions in the school behaviour policy. The school will also contact my parent/carers to discuss concerns.